



DEPARTMENT OF THE ARMY
HEADQUARTERS, 447TH SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF

ATZH-TBC

1 August 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #9 - Family Readiness Groups (FRG)

1. References

- a. AR 600-20, Army Command Policy, paragraph 5-10b (7) (g), 1 Feb 06
- b. AR 608-1, Army Community Service Center, Appendix J, 21 Jul 06
- c. TRADOC Policy Letter 14, TRADOC Family Readiness Groups (FRGs)

2. The FRG is an official organization composed of Soldiers, family members, civilians and volunteers who belong to the 447th Signal Battalion. The intent of our FRGs is two-fold. First is to provide support to Soldiers deployed to OIF or OEF, or Soldiers deployed on one-year short tours whose families remain in the Ft. Gordon Area. This includes Soldiers deployed on MTTs in both Iraq and Afghanistan. The second part of our FRG is to provide support and education to our trainees. This also has two components. First is to provide direct support to those Soldiers who have brought family members to Ft. Gordon or Ft. Meade, and second to provide education for all Soldiers on the purpose of the FRGs as part of their transformation from citizens to Soldiers.

3. The 447th Signal Battalion FRGs will be company run organizations with oversight provided by a battalion steering committee composed of the Battalion Commander, the Battalion FRG leader, the Company Commanders, and the Company FRG leaders.

4. The battalion steering committee responsibilities include:

- a. Meet quarterly to discuss overarching issues.
- b. Publish a quarterly newsletter with information about upcoming events and battalion-wide issues.
- c. Maintain a contact tree with company FRG POC information.
- d. Send welcome packets to family of trainees which includes a welcome letter from the battalion commander and CSM, a FRG information book, and the information book "Your Soldier, Your Army."

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- e. Maintain a battalion FRG website.
5. Each company will establish a FRG. The minimum requirements for those FRGs are:
- a. Appoint a FRG leader on orders.
 - b. Develop contact rosters/call down tree with phone numbers and/or email address for family members of the permanent party in the company. Exercise of the phone rosters will occur at a minimum of once per quarter.
 - c. Maintain list of deployed Soldiers, family phone and email information, and date of last contact with family. Each family and Soldier will be contacted at a minimum of one time per month.
 - d. Develop contact rosters/call down tree with phone numbers and/or email address for family members of Soldiers in training. These rosters will be separate from the permanent party information.
 - e. Publish a monthly company newsletter their families, Soldiers in training included.
6. Company Commanders will be responsible for providing training a minimum of once for each MOS-I Soldier on what a FRG does and what to look for at the first unit of assignment. ACS can provide this training.
7. Point of contact for this action is the undersigned at 791-5841.



DANIEL J. RUDER
LTC, SC
Commanding

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